

## MINUTES OF THE MEETING OF THE BAT ADVISORY BOARD - JANUARY 18, 2018

### In Attendance:

Frank Hegarty, Town of Avon  
Michael Dutton, Town of Bridgewater  
Bill Carpenter, Mayor, City of Brockton  
Nick Giaquinto, City of Brockton  
Michael McCue, Town of Hanson  
Allan Chiocca, Town of Rockland  
Noreen O'Toole, Town of Stoughton  
Eldon Moreira, Town of West Bridgewater  
Frank Lynam, Town of Whitman  
Richard Downs, Rider Representative

Pat Ciaramella, Old Colony Planning Council  
Charles Kilmer, Old Colony Planning Council  
Michael Lambert, MassDOT  
Ed Carr, MetroWest RTA  
Joseph Dolan, MetroWest RTA  
Reinald G. Ledoux, Jr., Administrator  
Linda Sacchetti, Chief Financial Officer  
Kelly Forrester, Manager of Transit Operations  
Christina Carew, Administrative Assistant  
Jose Soivilien, BAT Intern

The meeting was called to order at 11:00 AM by Mr. Hegarty. He welcomed everyone and asked for public comments. There were none offered.

Mr. Ledoux introduced Mr. Jose Soivilien, a Mass Maritime Academy student, who will be interning at the administrative office for 7 weeks. Jose will assist with preventative maintenance analysis, safety initiatives and procurement.

Next, Mr. Hegarty asked for a motion to accept the Advisory Board Minutes of October 19, 2017. Mr. Lynam made a motion and it was seconded by Mr. Dutton. Minutes were approved as presented.

Next, Ms. Forrester provided a service update. She noted that ridership is consistent with ridership nationwide which is trending downward. In December, fixed route service decreased 7.3% and demand response decreased 6.7%. Ridership was consistent with 2016 with the exception of the extremely cold weather in the last week of December.

Under performance measures, she directed the Board's attention to external metrics—all of which are currently within BAT's standards and goals for fixed route and demand response as well as safety, maintenance and customer service.

Next, Ms. Forrester directed attention to an Inclement Weather policy which formalizes how BAT communicates service changes during times of severe weather events. BAT collaborated with the City, National Grid, DPW and other agencies during the recent January 4<sup>th</sup> snowstorm providing evacuation and in-place shelter services. Storm preparedness measures include communications with city and state officials and community partners as well as integration into the City of Brockton's EOC (Emergency Operations Center). If service is altered, announcements will be posted on BAT's website, Facebook, Brockton's EOC as well as via email to the Commonwealth's ESF-1 system. In addition, for demand response services, BAT will contact and monitor day programs and dialysis centers to reschedule trips as needed. A motion was made by Mr. Lynam and seconded by Mr. Hegarty to adopt the Inclement Weather Policy as presented. All were in favor.

Next, Mr. Hegarty provided a personnel update. The position of Deputy Administrator was publicly advertised and a pool of candidates narrowed to two finalists. Detailed interviews were conducted and the position was accepted by Mike Lambert, currently Deputy Administrator for MassDOT's Rail & Transit Division. Mr. Hegarty complimented BAT on a very thorough recruiting process. Mr. Lambert was introduced to the Board and is expected to report on February 5, 2018. His primary focus will include modernization of paratransit, triennial review and continuity of operations.

Next Ms. Sacchetti provided an update on the FY18 budget, presented earlier to the Audit & Finance Committee. She then directed attention to the FY18 Budget Update. A budget amendment will be necessary to offset a reduction in state contract assistance of \$310,834. The reduction will be offset by a savings in fuel expense, delay in filling the new Deputy Administrator position and cancellation of a new Brockton service which was not implemented. Mr. Hegarty asked for a motion to adopt Resolution #243 (FY18 operating budget amendment) and financial update as presented. Mr. Lynam made the motion and it was seconded by Mr. Dutton. All were in favor.

Mr. Ledoux next discussed development of the budget for FY19. BAT expects to increase the FY19 budget by 2.5 to 3 percent as in the past and additionally anticipates that the state will level fund the RTA budget for the first half of the year. A potential increase in fares will impact the FY19 budget. The Old Colony Planning Council is nearing completion of a fare

study to analyze a potential fare increase which will impact the budget. Additional information will be known following the Governor's annual State of the State address. A draft FY19 budget will be presented at the April meeting.

As part of the Administrator's Report, a discussion took place around property disposition. Several vehicles that have exceeded their useful life and no longer have state or federal interest will be transferred to GATRA (Attleboro) and BRTA (Berkshire). BAT is also considering the transfer of a vehicle to BAWIB (Brockton Area Workforce Investment Board) as part of a partnership in conjunction with a grant they are awaiting notification on.

Mr. Lynam made a motion to accept the property disposition report. Mr. Dutton seconded the motion and all were in favor.

Ms. Forrester called the Board's attention to a draft of a revised Public Hearing policy. The policy describes the measures required before a fare increase or major service reduction can be implemented. A public hearing would be conducted to solicit public comment with advance notice to the public in accordance with MA Open Meeting Law, local newspaper and BAT website. Following the hearing, a recommendation to include public comments, a proposed budget, funding and service metrics would be presented to the Advisory Board. A motion was proposed by Mr. Lynam and seconded by Mr. Chiocca to adopt Resolution #244 as presented and all were in favor.

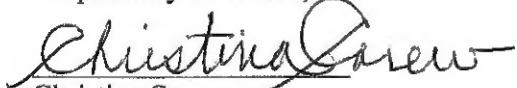
Next, Mr. Ledoux reported that the Old Colony Planning Council is in final stages of the fare study which includes on-board surveys and environmental justice analyses. BAT will move forward with a public hearing process within 30 days in anticipation of a fare increase.

Mr. Ledoux provided an update on the contract award to First Transit for fixed route transportation management services. The transition which began on December 1 is ongoing and included a sub-contractor name change to Champion City Transit Services. This new partnership should result in numerous benefits through First Transit's depth of resources, managerial development as well as bulk purchasing.

Next Ms. Forrester as Assistant Records Access Officer provided an update on Open Meeting Law (OML) regulations. A recent change requires entities to designate methods used to publish meeting notices and to notify member communities of same. Although BAT has been complying with regulations, board approval is required to designate use of its website ([ridebat.com](http://ridebat.com)) for posting meeting notices. For notifications to member communities, BAT will forward a letter with information on the meeting notice and a referral to [www.ridebat.com](http://www.ridebat.com) to the appropriate Town Clerks requesting that information be posted with other notifications. Mr. Hegarty asked for a motion to accept the Meeting Notice Procedures Update. Motion was made by Mr. Lynam and seconded by Mr. Chiocca.

Lastly, Mr. Ledoux confirmed the next Advisory Board meeting for April 12, 2018. There being no additional Old items for discussion under Old Business / New Business, Mr. Hegarty made a motion to adjourn. Motion was seconded by Mr. Dutton. Meeting adjourned.

Respectfully submitted,



Christina Carew  
Administrative Coordinator

#### Documents Included in Advisory Board Package

1. Meeting Agenda
2. Advisory Board Meeting Minutes – October 19, 2017
3. Ridership Comparison by Month
4. DAB Ridership
5. Performance Dashboard FY18
6. Inclement Weather Policy
7. FY18 Budget
8. FY18 Budget Update
9. Boston Globe Article, January 11, 2018: State Leaders are facing trickiest budget cycle in Recent Years
10. Public Hearing Policy on Fare Increases and Major Service Reductions
11. Open Meeting Law